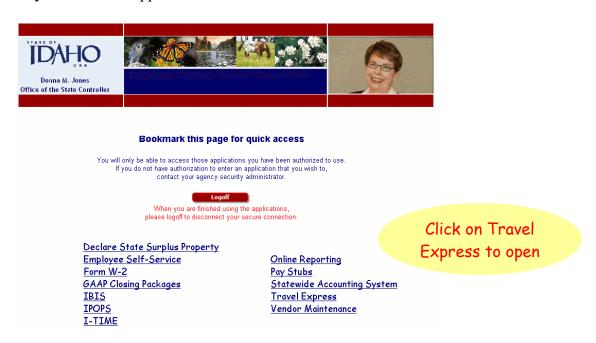
Welcome to Travel Express

Travel Express is a web based application accessible anywhere with the Internet Explorer browser. To access this application you will need to launch the Internet Explorer Browser and select the Idaho State Controller's web site, www.sco.idaho.gov Select *Logon* to online applications, enter your username and password and select *Travel Express* from the applications menu screen.

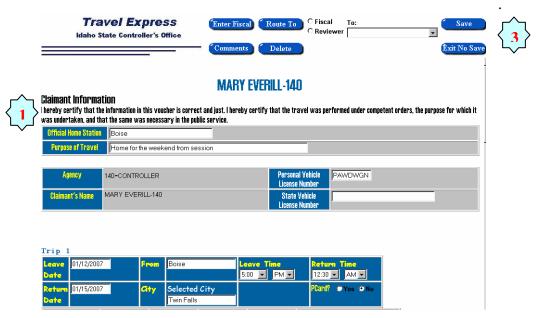


Multi-trip processing

You have two selections on the main travel express screen. For new submissions use the dropdown list under "Create Travel Voucher" and select *Create New Voucher*. The "View All Vouchers" allows you to see a history of your vouchers in process and paid.



As with the single trip you will need to enter an *Official Home Station*, *Purpose of Travel and Person Vehicle License Number* (1). Under **Trip1** enter the dates, times and miles driven (2). Save your data. Your voucher will be saved as a draft to allow you to add future trips.



When you are ready to add the next trip, login in and on the main screen select View All Vouchers. Your can then select your draft voucher from the list in your folder (4).



Scroll down the retrieved document and click on *Add Trip* (5).



Repeat the steps taken in view (2). Save your trips when finished, and when ready to submit for processing go to the top of the screen, submit click in the Fiscal radio button, and select "Terrill Franks" from the dropdown list. Click the *Route To* button to complete the process.